

DELPHI Skills Assessment for PO Systems Accountant

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

Skills	Does not apply to my job	Proficiency						
		I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
Basic Navigation								
Set up Items								
Set up payment terms								
Add buyers to the database								
Inactivate buyers in the database								
Enter lookup codes into the database								
Define and maintain category codes in the database								
Maintain approval groups and assignments								
Define Items								
Define line types								
Update line types								
Define mass cancel								
Maintain mass cancel								
Employee Records								
Review employee database								
Maintain employee database								
Enter Data								
Change the user profile option value								
Enter lookup codes								
Enter jobs into the system								
Enter work choices into the system								